

2135

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

07/96

Revised

TITLE: DEPUTY FIRE MARSHAL (Non-Safety)

DEFINITION

Under general direction, to manage, supervise, and coordinate the fire inspection and plan checking programs and activities within the Fire Prevention Division of the Fire Department; to assist in managing other programs and activities of the Fire Prevention Division; to coordinate assigned activities with other City departments, divisions, and outside agencies; to provide highly responsible administrative support to the Fire Battalion Chief (Fire Marshal); and to perform related work as required.

REPORTS TO: Fire Battalion Chief (Fire Marshal)

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Battalion Chief (Fire Marshal). Exercises general supervision over professional, technical, protective service, and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Manage, supervise and coordinate the programs and activities of the fire inspection and plan checking functions of the Fire Prevention Division; assist in the management of other programs and activities of the Fire Prevention Division as assigned.
- Assist in the development and review of the Fire Prevention Division work plan; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow for assigned functions; review and calculate work products, methods, and procedures.
- Assist in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.
- Conduct a variety of organizational studies, investigation, and operational studies; recommend modifications to fire prevention and inspection programs, policies, and procedures as appropriate.
- Serve as liaison for the plan check and fire inspection function of the Fire Prevention Division with other City departments, divisions, and outside agencies.
- Provide responsible administrative support to the Fire Battalion Chief (Fire Marshal) in charge of Fire Prevention; prepare and present staff reports and other necessary correspondence.
- Train, motivate, and evaluate plan check and fire inspection personnel; provide or coordinate staff training; work with employees to correct deficiencies; recommend and implement discipline procedures.

- Participate in the development and administration of the Fire Prevention Division annual budget; recommend additional funds needed for staffing, equipment, materials, and supplies.
- Oversee fire safety inspections of commercial and industrial occupants.
- Provide support to a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire prevention and inspection.
- Respond to citizen inquiries and resolve difficult and sensitive complaints.

QUALIFICATIONS

Knowledge of:

- Principles and practices of organization and management as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of fire prevention.
- Principles and practices of fire inspection and code enforcement.
- Principles and methods of fire prevention education.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations, including Environmental Protection Agency (EPA) regulations pertaining to hazardous materials.

Ability to:

- Manage, direct, and coordinate the work of professional, technical, and clerical personnel.
- Supervise, train, and evaluate staff.
- Provide professional leadership and direction to fire prevention and safety personnel.
- Conduct fire scene investigations.
- Develop, enforce, and interpret City Fire Codes.
- Develop and implement goals, objectives, and practices for fire prevention programs and services.
- Prepare budgets and financial reports.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree in Fire Science, Public Administration, Business Administration, or a related field, from an accredited college or university.

Experience: Three years of progressively responsible experience in fire safety.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, an appropriate, valid Class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Deputy Fire Marshal

TO: